

14-5

Technician:

Review Class Maintenance

Sections

Add A New Class

Delete a Saved Class From A Course

Review Class Maintenance

Following the creation of a course in Vendor, individual classes must be entered to allow for the registration of students.

Add a New Class

Step 1: Select **Functions** → **Technician** → **Review Class Maintenance**. The **Class Selection** window displays:

Class Selection

Filter

Course: (All) Instructor Last Name: Instructor First Name:

City: (All) Class Start: 00/00/0000 Class End: 00/00/0000 Status: OPEN

Retrieve Reset

Course	City	State	Date	Instructor	Status	Seats
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OK Cancel New

Step 2: Click the **New** button. The **Review Class Maintenance** window displays:

The screenshot shows a software window titled "DOH Vendor System - [Test:conb]". Inside, there is a sub-window titled "Review Class Maintenance (Course: QMS Roadway Technician)". The form contains the following fields:

- Course:** QMS Roadway Technician (dropdown menu)
- Status:** OPEN (dropdown menu)
- Certification:** 20 (dropdown menu)
- Start:** 08/27/2003 (calendar icon)
- End:** 08/28/2003 (calendar icon)
- Seats:** 30
- Instructor:** Grady, Jr., J. E. (icon to select)
- City:** Waynesville (dropdown menu)
- State:** NC (dropdown menu)
- Location:** High Tech. Regional Development Center

A "Select" button is located to the right of the Course and Status fields. Below the form is a "Tests:" section with a table:

Test	Passing Score
QMS Roadway	80.00

The status bar at the bottom indicates "Ready" and "istance call 1-800-DOT-AS".

Select the course for which you are scheduling classes from the **Course** drop down menu.

Note: The Certification and test information will be populated based on the Course selected.

Step 3: Enter the Start Date.

Note: The Class End Date will be automatically calculated based upon the course length entered at the time the course was set up, but this date can be updated.

Step 4: The number of seats for the class will be defaulted, based on the value entered when the course was set up. This field can be updated, if necessary.

Step 5: Select the instructor for the class by clicking the icon next to the Instructor field. The **Staff List** window displays:

Step 6: Enter the Last Name of the instructor and click **Retrieve**. Select the instructor to be entered and click **OK**. The instructor name will be populated in the field.

Step 7: Enter the class location in the City field.

Step 8: Change the [defaulted] State location from NC, if applicable.

Step 9: Enter detailed classroom Location information (i.e. Room 205), if necessary.

Step 10: Review the test information. The tests shown are populated from the test requirement imposed when the course was set up.

Step 11: Click the Save icon on the toolbar.

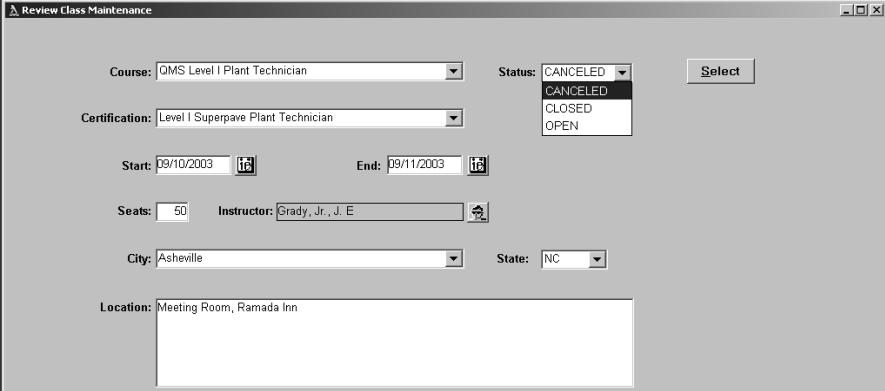
A Notification will be sent to the appropriate office staff each time a new class is scheduled:

Delete a Saved Class From a Course

A class that has been added to a course and *saved* cannot be deleted; however, the status can be updated to “CLOSED” to prohibit registration for that class.

Cancel a Class

If a class must be canceled due to scheduling conflicts, etc., the status can be changed to “CANCELED”:



The screenshot shows a window titled "Review Class Maintenance". It contains several fields for class information:

- Course:** QMS Level I Plant Technician
- Certification:** Level I Superpave Plant Technician
- Start:** 09/10/2003
- End:** 09/11/2003
- Seats:** 50
- Instructor:** Grady, Jr., J. E.
- City:** Asheville
- State:** NC
- Location:** Meeting Room, Ramada Inn

The **Status:** dropdown menu is open, showing the following options: CANCELED, CANCELED, CLOSED, and OPEN. A **Select** button is located to the right of the status dropdown.